



**Arizona Department of Health Services
Office for Children with Special Health Care Needs
Integrated Services Grant**



Committee Action Planning

The Integrated Services Grant Initiatives has formed seven committees to address specific areas of the grant. The Committees are:

- Quality Improvement
- Education and Training
- Cultural Competency
- Specialty Services
- Insurance
- Parent Action Council
- Youth Action Council

The following template provides a framework for planning committee actions and tracking the strategies and actions to the outcomes desired. Each Committee will complete the template to further define the strategy(ies), Actions and timelines for the work of the Committee. The completed Action plans will provide the basis for monitoring and reporting on the activities of the Committees.

Definitions:

Task: The areas assigned to the Committee based on the grant requirements.

Outcome/Performance Measures (s): The outcome desired from the work of the Committee and the performance measures to be impacted by this work.

Strategy: The major activity(ies) that will take place in order to achieve the goal. A Task may have more than one strategy.

Action: The step by step process to implement / complete the strategy. For each strategy, the actions (next steps) define how the strategy will be implemented.

Timeline: The Starting month & year and projected ending month & year for implementing the strategy.

Committee Name: Quality Improvement Committee

Goal: To oversee all data collection procedures, analysis, and report to the Task Force.

Task	Outcome/Performance Measure(s)	Strategy	Action	Timeline
1. Evaluate all data collection activities for appropriateness of instrumentation, analysis, implementation, and interpretation.				
2. Evaluate the effectiveness of youth and parent involvement.				
3. Establish specific performance measures to evaluate the progress of the grant.				
4. Propose additional studies				
5. Train youth and parents on consumer-to-consumer interviewing as a methodology for gathering client satisfaction data.				